



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

PERSONNEL TECHNICIAN I

Permanent, Full –Time

Range A \$2408 - \$2927 Monthly

Range B \$2817 - \$3426 Monthly

**Location: Department of Veterans Affairs
Veterans Home of California-West Los Angeles
11500 Nimitz Ave., Los Angeles, CA 90049**

Final File Date: December 17, 2012

The salary listed for this classification will be adjusted to comply with the provisions of the 2012 Personal Leave Program.

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the CalHR website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under supervision of the Staff Services Manager I:

- Interpret and apply a wide variety of personnel laws, rules, policies, and processes in performance of the various examination functions.
- Post exam advertisements to the State Personnel Board (SPB) website for California Department of Veterans Affairs (CDVA) West Los Angeles Home and post job bulletins on the CDVA website; prepare examination announcements to meet analyst requirements.

- Answer questions and explain the examination and certification system process to CDVA staff and candidates; provide information to candidates regarding list eligibility; respond to a variety of personnel inquiries; attend department approved job fairs.
- Give and follow oral and written direction, gather data for reports, assist employees with personnel related issues; use tact and good judgment in dealing with supervisors, employees and the general public.
- Analyze applicants' experience and education from the State Application (Std. 678) and the filing requirements using the appropriate classification specifications and the Selection Manual guidelines.
- Conduct individual orientation sessions for new employees; process new employee physical, livescan and photo identification processes.
- Other related duties as required

How To Apply:

Visit the CalHR website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 11500 Nimitz Ave., Los Angeles, CA 90049**. All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #576-142-5160-001.

SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Human Resources Department at (424) 832-8220. TDD: (800) 735-2929.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 576-142-5160-001 RELEASED: 12.03.12